

View Sick, Annual, and Comp Time Balances

1.	Click the DE Leave Accrual Components link.
2.	Click the LA Inquiries link.
3.	Click the Self- Service View Leave link.
4.	Click the Collapse Menu button.
5.	<p>Employees can review balances for their Leave Plans.</p> <p>The View Leave Balances page lists balances as of pay period end dates for Sick Leave, Annual Leave, and Compensatory Time.</p>
6.	In most cases, the employee's Service Date is the basis for the value displayed in the Monthly Accrual Rate Annual .
7.	<p>To review historical balances, change the date in the BALANCES ARE AS OF field and click the Refresh Date button.</p> <p>Note: Although this field accepts any date, PHRST automatically select the closest confirmed payroll end date when clicking the Refresh Date button.</p>
8.	The Hours Carried Over Previous Year remain the same value for the entire calendar year.
9.	The Hours Earned Year-to-Date displays the accrued time from the beginning of the leave plan year.
10.	The Leave Hours Balance displays the current balance.
11.	<p>To review specific details of any leave balance earned or taken year-to-date, click on the corresponding Details button.</p> <p>In this example, view the Sick leave balance detail.</p> <p>Click the Details button.</p>
12.	The View Leave Detail page lists the Time Reporting Codes for leave hours earned, taken and/or adjusted.
13.	This view is displaying only rows 1 through 6 of 15 available rows.
14.	<p>Viewing all rows is possible by clicking the View All link.</p> <p>Click the View All link.</p>
15.	View all the leave taken by the employee.
16.	Click the Return button.